

RESIDENCY REQUIREMENT

The successful candidate will be required to reside within no more than a 12-minute response time to the District Office.

EMPLOYEE BENEFITS

Compensation: \$80,000 - \$95,000 annually. Placement within the range is dependent upon experience.

Medical: The District provides group medical insurance benefits, through CalPERS, for eligible employees and one dependent. Employees may cover any additional costs associated with dependents above two through a payroll deduction.

Sick Leave: 12 days per year, and sick leave conversion with PERS upon retirement.

Section 125 Benefits: Employees are annually reimbursed up to \$2,000 each year for dental, vision, and health coverage expenses.

Retirement: The District participates in the Public Employees' Retirement System (PERS) and pays the employees contribution based on a 3% @ 50 formula.

Social Security: 7.65% paid.

Vacation: Employees accrue vacation at the rate of 10 days per year during the first 5 years, 15 days after 5 years, and 20 days after 15 years.

Administrative Leave: Management employees receive 32 hours per fiscal year.

Additional Benefits: A Section 457 Deferred Compensation Plan is available (no District contribution) and direct deposit.

APPLICATION & SELECTION PROCESS

The filing deadline is Friday, April 30, 2010. Information must be received by 5 p.m. Please submit a resume, cover letter, five work-related references and current salary to:

Pam Derby
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Phone: (916) 263-1401
Fax: (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the District. The District will then select candidates to be invited to participate in interviews in Templeton. An offer of appointment is expected following comprehensive reference and background checks, as well as, passing a physical exam, drug screening and live-scan screen.

The TEMPLETON COMMUNITY SERVICES DISTRICT Is Inviting Applications For:

FIRE CHIEF



Deadline To Apply:
APRIL 30, 2010
(Must be received by 5 pm)

COMMITMENT TO EXCELLENCE

The successful candidate will demonstrate an ability to perform with a high standard of service, professional conduct and civic responsibility.



TEMPLETON CSD

THE COMMUNITY

Templeton is nearly at the halfway mark between Los Angeles and San Francisco. It is a small quiet town with a strong community spirit and a vision to preserve its colorful past. It is one of several unincorporated areas in San Luis Obispo County that has land available for development. Our small community has a current population of 6,900 with an estimated build-out by 2030 with a population of 15,000.

Templeton is recognized for its open space, temperate climate, friendly lifestyle, a local farmer's market, and award winning wineries. Our old-town neighborhoods blend well with new homes to create an excellent residential atmosphere, served by a school district with all sites accredited as "California Distinguished Schools", three area parks and numerous churches. Templeton's small town atmosphere belies its big town amenities including Twin Cities Community Hospital – the community's largest employer and only in-patient facility in the North County – a new Trader Joe's shopping center, award winning restaurants, and a variety of service clubs and activities.

Templeton's close proximity to the Pacific Ocean, Lake Nacimiento and Santa Margarita Lake provides ample opportunity for outdoor enthusiasts to indulge in a myriad of water sports, camping or fishing, while avid bicyclists can be seen cycling through the rural countryside. All of these attributes coupled with the town's truly community supported events including Concerts in the Park, Day in the Shade Art Show, Fourth of July Celebration, Wine and Roses Bike Race, Founder's Day, Cowboy Christmas and many more, make Templeton a truly exceptional place to live, work, and recreate.

THE DISTRICT

Established in 1976, the District provides water, wastewater, fire protection, parks and recreation, refuse collection and disposal services, street lighting, drainage and local cemetery services for about a 3.5 square mile area. The District is governed by a five member Board of Directors that is elected at large to staggered four-year terms. The District is supported by a dedicated staff of 18, many of whom have served the District in excess of 20 years, and a budget of just over \$5 million.

THE DEPARTMENT

In April of 2009, the Fire Department celebrated 100 years of service to the community. The department has evolved significantly over those 100 years. The department prides itself on having up to date equipment, protective clothing, and most of all, a highly trained and dedicated staff. Department personnel are dynamic and energetic and are extremely dedicated to providing the best service possible to the community. The department maintains two paid positions, the Fire Chief and the Assistant Fire Chief and an average of 22 volunteers who continue to be the main source of staffing for this full-service fire department.

In 2009 the Department responded to over 500 emergency calls for service, including participation in the statewide mutual aid agreement responding to large vegetation fires. The Department provides and benefits from automatic aid agreements with neighboring departments.

CURRENT ISSUES & PRIORITIES

The Chief will be responsible for maintaining a high level of service to the community while successfully directing the department's development and growth. This requires an individual with superior communication and personnel skills to maintain/retain the current volunteer structure.

THE POSITION

The Fire Chief works under the direction of the General Manager of the Templeton Community Services District, and is part of the management staff. The Chief performs technical and administrative work relating to the operations of the Department. This is generally a Monday-Friday position responsible for the day to day operations of the Department. This is an exempt management position and the successful candidate will work under contract. The opening exists due to the retirement of the previous Chief after 12 years in the position.

THE IDEAL CANDIDATE

Ideal candidates will be attracted to Templeton's small town environment and bring a desire to become a visible and collaborative member of the community in addition to providing strong leadership to the position of Fire Chief. The diverse nature of the District provides great opportunities for those who enjoy multi-tasking and being hands-on. The ability to communicate effectively and work collaboratively, coupled with a diplomatic and open-minded demeanor will be expected.

ESSENTIAL JOB DUTIES

The following duties are considered essential for the Fire Chief's position:

- Recruitment, training and retention of volunteer staff
- Supervise and evaluate career staff as required
- Chief Command Officer on all major emergency incidents within the District
- Supervising and implementation of fire prevention activities:
 - Ensure compliance of fire code/life safety standards
 - Plan review and field inspections
 - Annual business inspection program
 - Public education
 - Weed and hazard abatement
- Provides written and oral reports to the Board of Directors regarding Department Operations
- Oversees the Community's Fourth of July Activities which includes processing permits to sell fireworks, booth safety inspections, and enforcement of all State codes related to same
- Maintains appropriate records to ensure Departmental compliance with Local, State and Federal regulations
- Ensures station facilities, apparatus, and equipment are maintained at a state of readiness
- Represents the Department at professional meetings
- Grant writing experience and administration of same

PERSONAL CHARACTERISTICS

- Optimistic and positive
- Possess high level of ethics and integrity
- Hands-on, willing to work
- Creative; visionary but pragmatic
- Independent thinker
- Believes in the importance of participatory management
- Strong leader
- Ability to manage a variety of diverse and complex projects
- Excellent communication skills – both written and oral
- Enjoys community involvement
- Non-smoking and tobacco free

EDUCATION AND EXPERIENCE

- Associate degree (or equivalent) in Fire Technology, Fire Science, Fire Fighting or Public Administration (Bachelor's degree in Fire Service Administration or Public Administration desired)
- State Fire Officer certified (State Chief Officer preferred)
- EMT-1D (Minimum)
- Class C California Driver's License with Firefighter Class B endorsement (Must have satisfactory driving record – Class II or better as defined by Personnel Manual)
- Minimum of 5 years of professional/technical experience with a full-service department, which involved management of emergency operations (Experience in volunteer management preferred)